
**OBTAINING A
NEW LICENSE**

All persons engaging in activities covered by the AWA must have a valid license. [2.1(a)(1), 2.1(a)(2), Policy #1]

NOTE: A person may have only one class of license (A, B, or C). However, a licensee may hold a concurrent registration.

Criteria

Applicant must:

- be at least 18 years of age
- apply on properly completed APHIS Form 7003-A (Application for License-New License - see page 3.5.6)
- sign APHIS Form 7003-A acknowledging receipt of the regulations and agreeing to comply with the regulations [2.2(a)]
- complete the Taxpayer Identification Number (TIN) sheet (see page 3.5.7)
- submit \$10.00 application fee with completed APHIS Form 7003-A and TIN sheet
- submit completed application to the inspector or to the Regional Office for the state in which the principal place of business is located

Regional Office will inform in writing the appropriate inspector. (See page 3.5.8)

Application

Applicant must provide all of the following information:

- correct name
- valid mailing address
- valid premises address where the following can be inspected:
 - ▶ animals
 - ▶ animal facilities
 - ▶ equipment
 - ▶ records
- a list of all premises, facilities or sites where animals are kept or regulated activities occur

Issuance of License

Licenses are:[2.5(a)]

- issued to a specific person(s) for a specific premise(s) which has been disclosed, inspected, and approved
- not transferable upon change of ownership
- not valid at a different location

A license will be issued when:

- application fee has been paid
- appropriate license fee has been paid
- fees have cleared normal banking procedures
- applicant has made available for inspection the following:
 - ▶ animals, if any
 - ▶ premises and sites
 - ▶ facilities
 - ▶ vehicles
 - ▶ equipment
 - ▶ records
- applicant has demonstrated compliance with the regulations and standards

Voluntary License

A person may obtain a voluntary Class “A” license if he/she meets **all** of the following criteria: [2.1(b)]

- sells 24 or fewer dogs, cats, or combination thereof, **AND**
- sells only dogs/cats born and raised on his/her premises, **AND**
- sells only for research or teaching purposes

A request for a voluntary license must be submitted to the Regional Office for the state in which the principal place of business is located and are evaluated on a case-by-case basis.

A person holding a voluntary license must:

- comply with dealer regulations in the 9 CFR Subchapter A Part 2 **and** Part 3
- agree in writing on APHIS Form 7003-A (Application for License-New License) to:
 - ▶ comply with the Animal Welfare Act
 - ▶ comply with the 9 CFR Subchapter A

- complete the Taxpayer Identification Number (TIN) sheet
- submit to the appropriate Regional Office:
 - ▶ completed APHIS Form 7003-A
 - ▶ completed TIN sheet
 - ▶ \$10.00 application fee
 - ▶ Class “A” license fee

Regional Office will inform in writing the appropriate inspector.

License Fee

License fee is based on the dollar amount of applicant’s revenue from the preceding business year (calendar or fiscal), if known, or on the anticipated dollar amount of revenue for the current business year.

License fee is determined as follows:

A-Dealer

- 1) Determine gross amount of revenue received from the sale and/or leasing of animals and the sale of any offspring of leased animals directly or through an auction sale to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Divide the gross amount of revenue in half
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

B-Dealer who takes possession of the animals

- 1) Determine gross amount of revenue received from the sale and/or leasing of animals, directly or through an auction sale to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Subtract the amount paid for the purchase and/or leased animals from the gross amount of revenue.
NOTE: If no animals were purchased and/or leased, then the amount subtracted is zero
- 3) Determine the license fee from Fee Schedule using the amount calculated in step 2

*B-Dealer who does **not** take possession of the animals*

- 1) Determine the gross amount of commissions or fees charged for the sale or negotiating the sale of animals to research facilities, dealers, exhibitors, retail pet stores, or persons for use as pets
- 2) Determine the license fee from the Fee Schedule using the amount calculated in step 1

B-Dealer who sells normal blood/serum

- 1) Determine gross amount of revenue received from the sale of the blood or serum
- 2) Subtract the amount paid for animals purchased that business year for blood/serum collection
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

B-dealer who sells whole or parts of dead animals

- 1) Determine gross amount of revenue received from the sale of whole or parts of dead animals
- 2) Subtract the amount paid for the purchase of whole or parts of dead animals
- 3) Determine the license fee from the Fee Schedule using the amount calculated in step 2

Fee Schedule

FEE SCHEDULE		
Sales Over	But Not Over	License Fee
\$ 0.00	\$ 500.00	\$ 30.00
500.00	2,000.00	60.00
2,000.00	10,000.00	120.00
10,000.00	25,000.00	225.00
25,000.00	50,000.00	350.00
50,000.00	100,000.00	475.00
100,000.00	And Up	750.00

Fees may be submitted by:

- certified check
- cashier's check

**Denial of License
Application**

- money order
- personal check
NOTE: If check is returned by bank, then application will be denied, an additional \$15.00 fee will be charged, and license fee must be paid by another method.
- credit card - a completed Credit Card Payment Authorization sheet (see page 3.5.9) must be submitted

A license will not be issued if the applicant: [2.11(a)]

- has not properly completed APHIS Form 7003-A
- has not payed required fees
- is not in compliance with regulations and standards
- has had a license revoked or suspended
- has been fined, sentenced to jail, or pled nolo contendere (no contest) under state or local animal cruelty laws within one year of application. (Note: If no penalty is imposed as a result of a nolo contendere plea, the applicant may reapply immediately.) [Policy #1]
- is under investigation by State and/or local authorities for animal cruelty [Policy #1]
- has made false or fraudulent statements to the Department
- has provided false or fraudulent records to the Department

If an application has been denied,

- applicant may request a hearing to show why the application should not be denied
- denial remains in effect until the final legal decision has been made
- and denial is upheld, applicant may reapply one year from the date of the final order
- no partnership, firm, corporation or other legal entity in which the denied applicant has a substantial interest may be licensed within one year of the denial